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OFFICE OF TRAINING
SCHEDULE OF COURSES

January - June 1972

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5 November 1971

TO : All Training Officers of the Agency

SUBJECT: Office of Training Schedule of Courses

This semi-annual edition of the Office of Training Schedule of Courses lists course dates for January - June 1972.

Training Officers will be informed of schedule changes and room assignments through the ISS Newsletter and OTR Special Bulletins.

Please note that this schedule can be inserted in the OTR Catalog for quick reference.

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	1972 Jan - Jun	Notes
Administrative Procedures 3 1/2 or 5 days - full time	24 - 28 Jan 14 - 18 Feb 20 - 24 Mar 24 - 28 Apr 22 - 26 May 26 - 30 Jun	
ADP Courses (OCS)	See page 14	
Advanced Intelligence Seminar 2 1/2 weeks - full time	1 - 17 Mar 10 - 26 May	
Advanced Management (Planning) 1 week - full time	13 - 18 Feb 9 - 14 Apr 14 - 19 May	
Advanced Operations 8 weeks - full time	7 Feb - 31 Mar 8 May - 30 Jun	
Advanced Special Operations Training 9 weeks - full time	6 Mar - 5 May	
25X1A [redacted] 2 weeks - full time	Given on request	
Basic Operations 16 weeks - full time	28 Feb - 16 Jun	
Budget Process (O/PPB) 1 week - part time	20 - 24 Mar	
Chiefs of Station Seminar 2 weeks - part time	7 - 18 Feb 24 Apr - 5 May 12 - 23 Jun	
China Familiarization 1 week - full time	28 Feb - 3 Mar 10 - 14 Apr 26 - 30 Jun	
25X1A [redacted] 1 week - full time	17 - 21 Apr	

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CIA Review 1/2 day - morning	11 Jan 8 Feb 14 Mar 11 Apr 9 May 13 Jun	
Clandestine Scientific & Technical Operations 2 weeks - full time	5 - 16 Jun	
Clandestine Service Records I 2 days - full time	17 - 18 Feb 6 - 7 Apr 15 - 16 Jun	
Clandestine Service Records II 1 week - part time	21 - 25 Feb 10 - 14 Apr 19 - 23 Jun	
Clandestine Service Records III 2 days - part time	13 - 14 Jan 17 - 18 Apr 26 - 27 Jun	
Clerical Refresher 4 weeks - part time (Pretest: Wednesday before start of class)	10 Jan - 4 Feb 14 Feb - 10 Mar 20 Mar - 14 Apr 24 Apr - 19 May 30 May - 23 Jun	
Clerical Refresher Qualifying Test (Typing and Shorthand)	10 Jan 24 Jan 7 Feb 21 Feb 6 Mar 20 Mar 3 Apr 17 Apr 1 May 15 May 29 May 12 Jun 26 Jun	
Computer Sciences (OCS)	See page 14	

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Counterintelligence Operations 2 weeks - full time	21 Feb - 3 Mar 22 May - 2 Jun	
Counterintelligence Survey 1 week - full time	24 - 28 Jan 17 - 21 Apr	
25X1A [redacted]Operations Seminar 3 days and 3 evenings	16 - 19 Jan 9 - 12 Apr	
Effective Briefing 10 weeks - part time (Friday morning)	7 Jan - 10 Mar 17 Mar - 19 May	
Field Finance and Logistics 3 weeks - full time	3 - 21 Jan 28 Feb - 17 Mar 17 Apr - 5 May 5 - 23 Jun	
Field Operations Familiarization 3 weeks - full time	31 Jan - 18 Feb 13 - 31 Mar 24 Apr - 12 May 5 - 23 Jun	
Fundamentals of Supervision and Management 1 week - full time	10 - 14 Jan 28 Feb - 3 Mar 27 - 31 Mar 8 - 12 May 19 - 23 Jun	
Geography of Communist China 3 weeks - part time (M-W-F)	6 - 24 Mar	
Geography of USSR	Given on request	
25X1A [redacted]		
Information Reporting, Reports, and Requirements 3 weeks - full time	10 - 28 Jan 6 - 24 Mar 12 - 30 Jun	
Information Reports Familiarization 1 week - full time	14 - 18 Feb 17 - 21 Apr 15 - 19 May	
Intelligence and World Affairs 4 weeks - full time	10 Jan - 4 Feb 28 Feb - 24 Mar 17 Apr - 12 May 30 May - 23 Jun	

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		1972 Jan - Jun	Notes
	Intelligence Briefing 4 weeks - part time (M-W)	17 Jan - 9 Feb 20 Mar - 12 Apr	
	Intelligence Production 6 weeks - full time	28 Feb - 7 Apr	
	Intelligence Research Techniques	Given on request	
25X1A	Introduction to [redacted] 4 days - full time	22 - 25 May	
	Introduction to Map Reading & Imagery Analysis 8 days - full time (over a three week period)	27 Mar - 12 Apr	
	Language Courses	See pages 7 - 13	
25X1A	[redacted] - Orientation/Operations 2 weeks - full time	6 - 17 Mar	
25X1A	[redacted] Dependents' Orientation 1 week - full time	6 - 10 Mar	
25X1A	Given the first week of scheduled [redacted] Orientation		
	Management (See Fundamentals of Supervision and Management)		
	Managerial Grid 1 week - full time	6 - 11 Feb 19 - 24 Mar 30 Apr - 5 May 25 - 30 Jun	
25X1A	Midcareer 6 weeks - full time	23 Jan - 3 Mar 30 Apr - 9 Jun	
	[redacted]	7 - 18 Feb 3 - 14 Apr 15 - 26 May	

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	1972 Jan - Jun	Notes
Orientation for Overseas 2 days - full time	4 - 5 Jan 7 - 8 Mar 4 - 5 Apr 2 - 3 May 6 - 7 Jun	
25X1A [redacted]	Given on request	
Performance Appraisal Workshop 1 day - full time	14 Mar 18 Apr 23 May	
Planning and Control of Work Workshop 1 1/2 days - full time	23 - 24 Feb 16 - 17 Mar	
Project Officer in the Contract Cycle 1 week - full time	14 - 18 Feb	
Reading Improvement 5 weeks - part time (T-Th)	1 Feb - 2 Mar 4 Apr - 4 May	
25X1A [redacted] 1 day - full time	5 Jan 12 Apr 19 Jan 26 Apr 2 Feb 10 May 16 Feb 24 May 1 Mar 7 Jun 15 Mar 21 Jun 29 Mar	
Soviet Bloc Operations 2 weeks - full time	24 Jan - 4 Feb 3 - 14 Apr 15 - 26 May	
Special Clandestine Operations Orientation for DDS&T 1 week - full time	24 Apr - 2 May	
Special Orientation for Agency Representatives Attending Senior Officer Schools 3 days - full time	26 - 28 Jun	
Supervision (See Fundamentals of Supervision and Management)		

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Support Services Review: Trends & Highlights 1 week - full time	28 Feb - 3 Mar 24 - 28 Apr 5 - 9 Jun	
USSR Country Survey 2 weeks - full time	15 - 26 May	
Vietnam Operations (3 weeks - full time	7 - 25 Feb 3 - 21 Apr 5 - 23 Jun	
Vietnam Orientation 4 weeks - full time	3 - 28 Jan 6 - 31 Mar 1 - 26 May	
Vietnam Dependents 2nd Thursday of Vietnam Orientation	13 Jan 16 Mar 18 May	
Weapons & Defensive Driving 5 days - full time	31 Jan - 4 Feb 27 - 31 Mar 22 - 26 May	
Writing Workshop (Basic) 4 weeks - part time (M-W)	10 Jan - 2 Feb 1 - 27 Mar 1 - 24 May	
Writing Workshop (Intermediate) 4 weeks - part time (T-Th)	11 Jan - 3 Feb 2 - 28 Mar 2 - 25 May	

25X1A

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LANGUAGE TRAINING COURSES*
(3 students minimum)

Course	Type	FT/PT	Length	Beginning Dates Jan	Mar	May	Jul	Sep	Nov
Chinese 100	RSU	FT	44 weeks	3	---	---	10	---	---
Chinese 500	R	FT	26 weeks	S c h e d u l e d		o n	D e m a n d		
Chinese 110	RSU	PT	1400 hours	3	---	1	---	11	---
Chinese 730	R	PT	40 hours	S c h e d u l e d		o n	D e m a n d		
Chinese 735	S	PT	Open	S c h e d u l e d		o n	D e m a n d		
French 100	RSU	FT	28 weeks	3	6	1	10	11	6
French 120	RSU	FT	13 weeks	3	6	1	10	11	6
French 110	RSU	PT	400 hours	3	6	1	10	11	6
French 510	R	PT	400 hours	3	---	---	10	---	---
French 610/615	RSU	PT	36 wks-BAHLT	---	---	---	---	11	---

*For course descriptions see Pages 19 - 35 in 1970 OTR Catalog.

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LANGUAGE TRAINING COURSES*
(3 students minimum)

Course	Type	FT/PT	Length	Beginning Dates Jan	Mar	May	Jul	Sep	Nov
Chinese 100	RSU	FT	44 weeks	3	---	---	10	---	---
Chinese 500	R	FT	26 weeks	S c h e d u l e d		o n	D e m a n d		
Chinese 110	RSU	PT	1400 hours	3	---	---	---	11	---
Chinese 730	R	PT	40 hours	S c h e d u l e d		o n	D e m a n d		
Chinese 735	S	PT	Open	S c h e d u l e d		o n	D e m a n d		
French 100	RSU	FT	28 weeks	3	6	1	10	11	6
French 120	RSU	FT	13 weeks	3	6	1	10	11	6
French 110	RSU	PT	400 hours	3	6	1	10	11	6
French 510	R	PT	400 hours	3	---	---	10	---	---
French 610/615	RSU	PT	36wks-BAHLT	---	---	---	---	11	---

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Course	Type	FT/PT	Length	Beginning Dates: Jan	Mar	May	Jul	Sep	Nov
German 100	RSU	FT	28 weeks	3	6	1	10	11	6
German 110	RSU	PT	500 hours	3	6	1	10	11	6
German 510	R	PT	500 hours	3	6	1	10	11	6
German 610/615	RSU	PT	36 wks-BAHLT	---	---	---	---	11	---
Greek 100	RSU	FT	44 weeks	Scheduled on Demand					
Greek 110	RSU	PT	700 hours	3	---	1	---	11	---
Greek 510	R	PT	600 hours	3	---	1	---	11	---
Indonesian 100	RSU	FT	24 weeks	3	---	---	10	---	---
Indonesian 120	RSU	FT	12 weeks	Scheduled on Demand					
Indonesian 510	R	PT	250 hours	Scheduled on Demand					
Italian 100	RSU	FT	28 weeks	3	---	1	---	11	---
Italian 120	RSU	FT	13 weeks	3	---	1	---	11	---
Italian 110	RSU	PT	400 hours	3	---	1	---	11	---

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				Beginning Dates					
Course	Type	FT/PT	Length	Jan	Mar	May	Jul	Sep	Nov
Italian 510	R	PT	400 hours	S c h e d u l e d		o n	D e m a n d		
Japanese 100	RSU	FT	44 weeks	3	---	---	---	11	---
Lao 100	RSU	FT	32 weeks	3	---	1	---	11	---
Persian 100	RSU	FT	36 weeks	3	---	1	---	11	---
Persian 510	R	PT	400 hours	S c h e d u l e d		o n	D e m a n d		
Persian 710	RT	PT	30 hours	S c h e d u l e d		o n	D e m a n d		
Polish 100	RSU	FT	28 weeks	S c h e d u l e d		o n	D e m a n d		
Polish 110	RSU	PT	700 hours	3	---	1	---	11	---
Portuguese 100	RSU	FT	30 weeks	3	---	1	---	11	---
Portuguese 120	RSU	FT	13 weeks	3	---	1	---	11	---
Romanian 100	RSU	FT	35 weeks	3	---	1	---	11	---
Romanian 110	RSU	PT	550 hours	3	---	---	10	---	---
Romanian 510	R	PT	550 hours	3	---	---	10	---	---

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Course	Type	FT/PT	Length	Beginning Dates: Jan	Feb	Mar	May	Jul	Sep	Nov
Russian 100	RSU	FT	52 weeks	3	---	---	1	---	11	---
Russian 110	RSU	PT	700 hours	3	---	---	1	---	11	---
Russian 510	R	PT	650 hours	S c h e d u l e d		o n	D e m a n d			
Russian 610/615	RSU	PT	36 wks-BAHLT	---	---	---	---	---	11	---
Russian 751	S	PT	Open	S c h e d u l e d		o n	D e m a n d			
Russian 752	RT	PT	24 hours	---	7	---	8	---	5	---
Russian 753	R	PT	200 hours	---	7	---	---	---	5	---
Russian 754	R	PT	200 hours	---	7	---	---	---	5	---
Russian 755	R	PT	100 hours	---	7	---	---	---	5	---
Russian 756	R	PT	60 hours	---	7	---	---	---	5	---
Russian 757	R	PT	42 hours	---	7	---	---	---	5	---
Russian 758	R	PT	42 hours	---	7	---	---	---	5	---

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Course	Type	FT/PT	Length	Beginning Dates Jan	Mar	May	Jul	Sep	Nov
Serbo-Croatian 100	RSU	FT	28 weeks	3	---	1	---	11	---
Serbo-Croatian 110	RSU	PT	700 hours	3	---	1	---	11	---
Spanish 100	RSU	FT	28 weeks	3	6	1	10	11	6
Spanish 120	RSU	FT	13 weeks	3	6	1	10	11	1
Spanish 110	RSU	PT	400 hours	3	6	1	10	11	1
Spanish 510	R	PT	400 hours	3	---	---	10	---	---
Spanish 610/615	RSU	PT	36 wks-BAHLT	---	---	---	---	11	---
Swedish 100	RSU	FT	28 weeks	3	---	1	---	11	---
Swedish 110	RSU	PT	400 hours	3	---	1	10	11	---
Swedish 510	R	PT	400 hours	3	---	1	---	11	---
Thai 100	RSU	FT	32 weeks	3	---	1	---	11	---
Thai 500	RT	FT	36 weeks	S c h e d u l e d		o n	D e m a n d		
Thai 710	R	PT	30 hours	S c h e d u l e d		o n	D e m a n d		

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Course	Type	FT/PT	Length	Beginning Dates Jan	Mar	May	Jul	Sep	Nov
Turkish 100	RSU	FT	40 weeks	---	6	---	---	11	---
Vietnamese 100	RSU	FT	44 weeks	3	---	1	---	11	---
Vietnamese 120	RSU	FT	6 weeks	Scheduled on Demand					
Vietnamese 500	R	FT	28 weeks	Scheduled on Demand					
Vietnamese 510	R	PT	350 hours	Scheduled on Demand					

RSU - Reading, Speaking and Understanding
R - Reading Only
RT - Reading/Translation
FT - Full-time
PT - Part-time

For course descriptions see Pages 19 - 35 in 1970 OTR Catalog.

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COMPUTER SCIENCE (OCS)	1972 Jan - Jun
ADP Orientation I - full time	1,2,3 Feb 2,3,4 May
ALC Macros - full time	17-21 Apr
APL/360 - part time	6,9,10 Mar 30,31 May & 2 Jun
Direct Access FORTRAN - full time	19 May
File Design Tutorial - part time	3,6,7 Apr
FORTRAN IV - full time	22 Feb - 3 Mar
Introduction to Interactive Services - part time	5,7,9 Jun
List Processing in PL/1 - full time	17 May
Modular Programming Techniques Tutorial - part time	24,26,28 Jan
OS/360 Job Control Language - full time	13-17 Mar
OS/360 Linkage Editor Tutorial - part time	27,29,31 Mar
OS/360 Utilities Tutorial - part time	7,8,10 Feb
PL/1 Advanced - full time	26-30 Jun
PL/1 Compiler Differences - part time	To be announced
PL/1 Intermediate - full time	19-23 Jun
PL/1 Review	To be announced
Reading OS/360 Dumps - full time	10 May
Variable Length Record Processing PL/1 - full time	28 Apr

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